

CREDIT UNION DEDUCTION CHANGE

P-1 Type 304 Credit Union Deduction Change

Requires Approvals by: PA PAYL

Pay Period Frequency: Recurring each pay period until another P-1 is written/processed.

Use this P-1 to start, stop or change an employee's credit union deduction information. It is critical that this information is correct, otherwise the employee's credit union payments made by Centralized Payroll may be delayed due to banking errors.

The employee should contact their credit union (CU) to make any changes to their credit union deduction and to have their credit union initiate the credit union deduction form. This form may vary based on which CU the employee chooses.

Send a copy of the signed form to Centralized Payroll so PAYL approval can be applied to the P-1. You should keep a copy of the form in the employee's personnel file.

P-1 notes: Remarks are required to be selected (212-Add, 213-Change, 214-Delete) on the P-1.

- Credit Union* field has a selection list of the only authorized credit union codes to choose from. If the employee's CU is not listed, then no deduction for that CU can be made.
- CU Member Number (max of 9 digits) should be identified on the paper form submitted by the credit union/employee.
- CU Pay Periods to Deduct: Select 4 to choose all 26 pay periods, or select other options as needed.
- CU Deduction Amount is the standard recurring amount that will be deducted during each applicable pay period.

To zero out a deduction, enter zero in the CU PP to DED and enter zeros in the CU DED AMOUNT.

D3325073 ACT: _	REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----
PRINTER:	DOE, JOHN D		304 CREDIT UNION DEDUC
-- P-1 STATUS --	P-1 NUMBER: 1922125		----- APPROVED BY -----
PROCESSED	EFFECTIVE DATE: 08/03/2012		PA PAYL PROC
OPTIONAL REMARKS*	INITIATED BY: 009-111000		YES YES YES
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REMARKS:			
----- F R O M ----- D E S C ----- T O ----- PAGE 1 OF 1			
COMMUNITY CHOICE	01	CREDIT UNION*	01 COMMUNITY CHOICE CR
XXXXXXXXXX		CU MEMBER NUM	
26 PAY PERIODS	4	CU PP TO DED*	
	450.00	CU DED AMOUNT	175.00